

APPLICATION #

UTAH STATE LIBRARY DIVISION

Capital Facilities Grant Application

Section I: General Application Information

ORGANIZATION	
FEDERAL ID #	
PROJECT CONTACT (name and title)	
ADDRESS	
CITY	STATE ZIP
PHONE	FAX
E-MAIL	
PROJECT START DATE:	PROJECT END DATE:
PROJECT TITLE (In less than ten words)	
MAIN GOALS (State your goals in one or two sentences)	
FUNDING SOURCES (From complete detailed budget page)	
Grant Request	\$
Other Funding Sources (Grants, Private Donations, Public Donations)	\$
TOTAL BUDGET	\$
NAME OF EXECUTIVE OFFICER (please print or type)	TITLE
SIGNATURE	DATE

Section II: Proposed Scope of Work (attach additional sheets as needed)

PROJECT DESCRIPTION AND EXPECTED RESULTS (Each application should state clearly what is proposed, why it is to be undertaken, what the expected results will be, and what the public benefit will be.)

PARTNERSHIPS (Please list community supporters, funding agents, sponsorships, strategic alliances; applicants may attach up to five Letters of Support.)

PLAN OF WORK (Outline your plan of work, include what steps are planned with specific dates and activities. Include beginning date, completion date, and source of operation and maintenance funding.)

Section III: Project Budget

PROJECT EXPENDITURE OF CASH OR THE VALUE OF IN-KIND SERVICES	Grant funds	Cash match	In-kind match	Total
Materials and equipment (itemize)				
Capital improvements (itemize)				
Supplies				
Personnel - labor, volunteer, contracted, professional and technical service				
Other expenses				
TOTALS				

FUNDING SOURCES (From complete detailed budget page)	
Grant Request	\$
Other Funding Sources- specify type and source (grants, private donations, public donations)	\$
TOTAL BUDGET	\$

Recommended Attachments:	
<ul style="list-style-type: none">— Organizational Chart— List of Board of Directors/Advisory Board— Statement of Organization's Financial Solvency— Detailed Cost Estimates for Project	<ul style="list-style-type: none">— Architectural Renderings— ADA Access Plan— Long-term Operation and Maintenance Plan

For questions contact the Library Division Capital Facilities Grant coordinator:
Dr. Steve Matthews at; smatthews@utah.gov or 801-715-6722.

Submit Completed Applications not later than June 1 to:

**Director, Utah State Library Division
ATTN: Steve Matthews
250 North 1950 West, Suite A
Salt Lake City, UT 84116-7901**